

**44-580 Business Methods
Portfolio Scoring Guide**

	DESIRABLE FOR PROMOTION, TENURE, OR HIRING	CONSIDER FOR PROMOTION, TENURE, OR HIRING	WOULD NOT CONSIDER FOR PROMOTION, TENURE, OR HIRING
Portfolio Organization and Presentation (paper, AOLPress, or Folitek	Easy to follow; standards sections labeled and defined; reflective pieces provided for each artifact. Required elements provided. Creates positive image worthy of promotion, tenure, or hiring; professional appearance; mechanically correct and accurate. If electronic, links work. 15-20 pts	Would consider for promotion, tenure, or hiring; appearance needing improvement; few mechanical errors or inaccuracies. If electronic, links work. 6-14 pts	Difficult to follow; artifacts don't fit standards sections. Some required elements provided. Would not consider for promotion, tenure, or hiring; poor appearance; many mechanical errors or inaccuracies. If electronic, not all links working. 0-5 pts
PORTFOLIO CONTENT			
Required Items +Resume +Philosophy Paper +Field Exp Matrix +2000 Work Hours or Internship (Sec Ed only; see template	Resume is education/teaching resume suitable for "mailing" today to a school district. Philosophy Paper is student centered. Field experience log/matrix is complete to date. Shows progress towards the 2000 Work Hours/Internship document included for vocational certification (Sec Ed only) 15-20 pts	Resume needs updating for use in applying for teaching positions. Philosophy Paper seems "canned" or impersonal. Field experience log/matrix does not have practicum/teaching experience to date. Sec Ed individuals show progress towards incomplete or inaccurate work hours/internship documented 6-14 pts	One or more of the required items are not present or correct form for education portfolio. 0-5 pts
Standard 1** Subject Matter	Artifact(s) effectively supports standard. Competently developed and/or selected. Reflection provided shows achievement or progress towards achieving subject matter competence. 15-20 pts	Artifact(s) supports standard Reflection present but "sparse." 6-14 pts	Artifact(s) does not support standard. Incompetently developed and/or selected. No reflection is present. 0-5 pts
Standard 2 Human Development	Artifact(s) effectively supports standard. Competently developed and/or selected. Reflection provided shows achievement or progress towards achieving the standard.	Artifact(s) supports standard Reflection present but "sparse."	Artifact(s) does not support standard. Incompetently developed and/or selected. No reflection is present.
Standard 3 Instruction for Individual Needs	Artifact(s) effectively supports standard. Competently developed and/or selected. Reflection provided shows achievement or progress towards achieving the standard.	Artifact(s) supports standard Reflection present but "sparse."	Artifact(s) does not support standard. Incompetently developed and/or selected. No reflection is present.
Standard 4** Instructional Planning	Artifact(s) effectively supports standard. Competently developed and/or selected. Reflection provided shows achievement or progress towards effective instructional planning. 15-20 pts	Artifact(s) supports standard Reflection present but "sparse." 6-14 pts	Artifact(s) does not support standard. Incompetently developed and/or selected. No reflection is present. 0-5 pts

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Standard 5 Instructional Strategies	Artifact(s) effectively supports standard. Competently developed and/or selected. Reflection provided shows achievement or progress towards achieving the standard.	Artifact(s) supports standard Reflection present but “sparse.”	Artifact(s) does not support standard. Incompetently developed and/or selected. No reflection is present.
Standard 6 Classroom Motivation & Management	Artifact(s) effectively supports standard. Competently developed and/or selected. Reflection provided shows achievement or progress towards achieving the standard.	Artifact(s) supports standard Reflection present but “sparse.”	Artifact(s) does not support standard. Incompetently developed and/or selected. No reflection is present.
Standard 7 Communication Skills	Artifact(s) effectively supports standard. Competently developed and/or selected. Reflection provided shows achievement or progress towards achieving the standard.	Artifact(s) supports standard Reflection present but “sparse.”	Artifact(s) does not support standard. Incompetently developed and/or selected. No reflection is present.
Standard 8** Assessment of Student Learning	Artifact(s) effectively supports standard. Competently developed and/or selected. Reflection provided shows achievement or progress towards assessing student learning. 15-20 pts	Artifact(s) supports standard Reflection present but “sparse.” 6-14 pts	Artifact(s) does not support standard. Incompetently developed and/or selected. No reflection is present. 0-5 pts
Standard 9 Professional Commitment & Responsibility	Artifact(s) effectively supports standard. Competently developed and/or selected. Reflection provided shows achievement or progress towards achieving the standard.	Artifact(s) supports standard Reflection present but “sparse.”	Artifact(s) does not support standard. Incompetently developed and/or selected. No reflection is present.
Standard 10 Partnership and Collaboration	Artifact(s) effectively supports standard. Competently developed and/or selected. Reflection provided shows achievement or progress towards achieving the standard.	Artifact(s) supports standard Reflection present but “sparse.”	Artifact(s) does not support standard. Incompetently developed and/or selected. No reflection is present.
Standard 11 Technology	Artifact(s) effectively supports standard. Competently developed and/or selected. Reflection provided shows achievement or progress towards achieving the standard.	Artifact(s) supports standard Reflection present but “sparse.”	Artifact(s) does not support standard. Incompetently developed and/or selected. No reflection is present.

Comments:

_____/100 pts possible

Secondary Ed only – Items to include about 2000 Work Hours or Internship listing:

Company Name	City, ST	Immediate Supervisor	Position Held	Mo-Year through Mo-Year in position	Total Hours*

*2000 Work Hours minimum required in no internship

*If Internship, 100+ hours required plus transcript provided with Internship so noted